

CHAPTER 1

OBTAINING AN INDIANA DRIVER LICENSE

RESIDENCE REQUIREMENTS

For the purposes of registration and licensing, 'Indiana Resident' refers to a person who is one of the following:

- Any person who has been living in Indiana for a least 183 days during the calendar year and who has no legal residence in another state
- A person who is registered to vote in Indiana
- A person who has a child enrolled in an elementary school or a secondary school located in Indiana

FOR NEW INDIANA RESIDENTS

When you become a resident of Indiana, you have **60 days** to obtain an Indiana title and registration for your vehicle, and an Indiana driver license.

However, the term 'resident' does not include a person who has been living in Indiana for any of the following purposes:

- To attend an institution of higher education
- To serve on active duty in the armed forces of the United States
- To operate certain specialized construction equipment temporarily on a public road
- An individual who is not a resident of Indiana and who has a current valid license issued by another state and who meets the minimum age requirements for the equivalent type of Indiana drivers license

OBTAINING YOUR INDIANA DRIVER LICENSE

An Indiana driver license is an identification card issued by the Bureau of Motor Vehicles that indicates the extent of a person's privilege to operate a motor vehicle. Law enforcement officers use the license to identify drivers and access driving records. Individuals also use licenses to prove identity, for example, when writing checks or boarding an airplane. To operate a vehicle in the State of Indiana, a person must have a valid Indiana driver license issued by the BMV applicable to the type of vehicle being operated. Driving a motor vehicle in the State of Indiana is a **privilege** -- not a right.

A driver license may be obtained by making application at any of the local license branches in this state. Check your phone directory or go online at www.bmvexpress.IN.gov for the nearest license branch and requirements for renewal.

This manual explains in detail the eligibility requirements for the various types of licenses issued by the BMV.

Reminder: It is your responsibility *at the time of issuance* to check your license thoroughly for possible errors in the name, address, physical description and date of birth. Any errors appearing on the license should be brought to the attention of a customer service representative **before** you leave the branch.

FRAUDULENT LICENSE APPLICATIONS

Misuse of license and illegal manufacture of licenses (IC 9-24-16-12; 9-24-18-2,7)

It is a criminal offense to:

- Produce or assist another in the production of a false or fraudulent license or non-driver identification card
- Use the driver license or non-driver identification card of another as one's own or allow another person to use your driver license or identification card

- Counterfeit or falsely reproduce a driver license or identification card with the intent to use such license or identification card, or allow another person to use such license or identification card.

In addition to the existing criminal penalties, the driving privileges of a person who produces or assists another in the production of a false or fraudulent license application will be suspended by the BMV for a period of up to one year.

APPLICATION/PROOF OF IDENTITY

If you are making application for an Indiana driver license, permit or identification card, you will be required to provide proof of your identity.

The BMV has joined many other states in revising its driver license policy to enhance the security of our driver license system. This policy requires more documentation and is intended to prevent identity fraud.

Driver licenses are accepted all over the country as an indicator of a person's identity. It is very important that we protect your identity by making our system as secure as possible.

To preserve the integrity of the driver license for identification purposes, the BMV has established guidelines of acceptable forms of proof of identity, which includes name, date of birth, Indiana residency and Social Security number. Please contact your local license branch for a current ID list or logon to www.bmvexpress.IN.gov.

IDENTIFICATION CARDS FOR NON-DRIVERS

The BMV offers identification cards for Indiana residents who do not drive. The identification card looks similar to a standard driver license except that it is clearly marked as a non-driver identification card at the top of the document as well as the letters "ID" are printed in dark pink behind the customer information. To obtain a non-driver identification card, the applicant must meet the requirements for proof of identity and date of birth from the current ID list. Persons of any age may obtain a non-driver identification card. However, the BMV offers a reduced fee for senior or disabled applicants.

LEARNING TO DRIVE

LICENSE AND PERMIT TYPES

The BMV issues a number of different types of driver licenses. Most people need only a standard operator license. There are also special permits issued to individuals who are in the process of learning to drive. The materials in the following sections detail the various licenses and permits issued by the BMV, the eligibility requirements for each license or permit and the extent of driving privileges authorized for each license or permit.

DRIVER EDUCATION LEARNER PERMIT

The driver education learner permit is a limited learner permit issued for the sole purpose of allowing a student driver to enroll in a BMV-approved driver education course.

Eligibility:

To obtain a driver education learner permit the applicant must:

- be at least 15 years of age at time of issuance;
- provide proof of identity and date of birth from the current ID list;

- show proof of enrollment in a BMV-approved driver education program by surrendering the certificate of driver education form (CDE) provided by the school, properly filled out and dated no sooner than three weeks prior to the start of class;
- successfully pass the standard vision screening test; and
- if less than 18 years of age, have an appropriate family member sign the financial responsibility agreement portion of the application. *(Refer to the section of this manual on financial responsibility on page 6.)*

Extent of Driving Privileges:

The holder of a driver education learner permit may participate in practice driving after having started an approved driver education program when accompanied by:

- a certified driving instructor in the front seat of a car equipped with a dual brake, or
- when accompanied in the front passenger seat by a parent, stepparent or guardian who holds a valid driver license. Once the holder of a driver education learner permit has successfully completed the driver education program and the driver education instructor validates the permit (i.e.; classroom and behind -the -wheel grades, school stamp(s) or seal, completion date and instructor signature) then the holder may participate in practice driving if the front passenger seat is occupied by a parent, guardian, stepparent or other relative with a valid driver license in his or her possession.

A driver education learner permit does not legally allow you to drive alone under any circumstances.

NOTE: *Your driver education learner permit is not valid if you do not complete the driver education class or if you do not meet all course requirements. The student must return to the license branch at 16 years of age to apply for a learner permit upon successfully completing a written test. When the driver education permit expires, all privileges expire with it.*

LEARNER PERMIT

The learner permit allows an individual to practice driving to qualify for an operator license.

Eligibility:

To obtain a validated learner permit the applicant must:

- be at least 16 years of age;
- provide proof of identity and date of birth from the current ID list;
- successfully pass the standard vision screening test;
- pass a written knowledge test based on the information contained in this manual; and
- if less than 18 years of age, have an appropriate family member sign the financial responsibility agreement portion of the application. *(Refer to the section of this manual on financial responsibility on page 6.)*

Extent of Driving Privileges:

The extent of driving privileges **depends upon the age of the holder.** If:

- the holder is less than 18 years of age, he or she may practice driving only while the front passenger seat is occupied by a parent, guardian, stepparent or other relative of the holder who is at least twenty-one (21) years of age with a valid driver license in his or her possession; or if
- the holder is at least 18 years of age; he or she may practice driving only while the front passenger seat is occupied by any individual with a valid driver license in his or her possession.

A learner permit does not allow you to drive alone under any circumstances.

NOTE: *If the learner permit expires it is no longer valid, and you must pass the appropriate tests to obtain a new permit and hold it 60 days.*

OPERATOR LICENSE

An operator license gives a holder 18 years of age or older full driving privileges to operate most standard vehicles on Indiana roads. Operator licenses for persons under 18 years of age are probationary. *(Refer to section in this manual on probationary license on page 6.)*

An operator license does not authorize the holder to operate a motorcycle.

In addition, an operator license does not permit driving for hire or driving as an employee if the driver transports or carries property in any vehicle with a gross vehicle weight rating of 16,000 pounds or more or transporting people for hire or as an employee.

All states allow Indiana residents to operate under the authority of their Indiana driver license.

Eligibility:

To be eligible for an operator license the applicant must meet the following requirements:

Minimum Age Requirements:

- Sixteen years 30 days if the applicant has held a valid driver education learner permit for 60 days and has successfully completed a BMV-approved driver education course.

NOTE: *The driver education permit must have the classroom and behind-the-wheel grades, school stamp(s) or seal, completion date and instructor signature(s).*

- Sixteen years 180 days if the applicant has held a valid Indiana learner permit for 60 days.
- Provide proof of identity and date of birth from the current acceptable ID list;
- If applicable, successfully complete a written knowledge test based on the information contained in this manual;
- Successfully pass a standard vision screening test, and
- If less than 18 years of age, have an appropriate family member sign the financial responsibility agreement portion of the application *(refer to section of this manual on financial responsibility on page 6); and*
- Unless the applicant qualifies for a waiver *(see driver education drive test waiver requirements on page 22)*, successfully pass a roadway skill test with a BMV driver examiner in a vehicle provided by the applicant. *(Refer to drive test section of this manual on page 18).*

NOTE: *An individual who holds a learner permit or driver education permit may fail no more than three examinations (i.e. a combination of written and drive tests) when applying for an operator license. In addition, if one of the first two examinations failed is a drive test, then the applicant must wait 14 days before being administered another drive test. Verbal written tests can be arranged through your local license branch by appointment. (See page 19 for more information)*

TEENS BEHIND THE WHEEL – A MESSAGE TO PARENTS

According to the National Highway Traffic Safety Administration teens die in cars at a higher rate than any other age group, including senior citizens. The problem is worst among 16-year-olds, who have the most limited driving experience and their immaturity often results in risk-taking behind the wheel.

Risk factors for teens are:

- Inattentiveness: Driver inattention/distraction is the most common contributing factor in multiple-vehicle crashes.
- Excessive speed: Illegal/unsafe speed is the most common contributing factor in single-vehicle crashes. Teens particularly have difficulty adjusting speed to suit current driving conditions.
- Failure to wear a safety belt: Properly wearing a safety belt reduces the risk of fatal injury to occupants.
- Not checking traffic before pulling out: Most crashes involving teens occur at intersections because of their inexperience judging distance and speed.
- Driving with other teens: The presence of passengers strongly increases crash risk. For teen drivers-- the more passengers, the greater the risk.

Here are some tips for parents of teenagers:

- When you drive, set a good example for your teen.
- Require safety belt use at all times.
- Take time to let your teen practice driving with you while he or she has a learner permit and during the first year of licensed driving.
- Expose your teen to different driving conditions including wet roads, snow, highways, rural roads, night driving, etc. Practice on unfamiliar roads.
- Choose vehicles for safety, not image.
- Take the necessary time to discuss driving rules, responsibilities and consequences appropriate for your family.
- Develop a strategy for progressive privileges. As the teen driver gains experience and demonstrates appropriate decisions, allow him or her to “graduate” to a higher level of driving responsibility.

Studies show that new drivers who are supervised have very few crashes. Developing necessary skills for safe driving is a complex task and can be learned only after many hours of practice. Driver education is a first step, but parents have a crucial role in teaching teens to drive.

Here are tips for teen drivers:

- You and your passengers should always wear seat belts.
- Always adjust your seats and mirrors for the best visibility while driving.
- Don’t fiddle with the radio, tape or CD player while you are driving. It’s better to wait until you can pull over because taking your focus off the road for even a few seconds could lead to a collision.
- Don’t blast the radio. You might miss hearing a siren or a horn that could warn you of possible trouble.
- Don’t talk on the phone, put on makeup, comb your hair or eat while driving.

- Don't take drugs or ride with anyone who has been using drugs. Even some over-the-counter drugs can make you drowsy.
- Don't drink and drive or ride with anyone who has been drinking.
- When the light turns green, make sure the intersection is clear before you proceed.
- Don't run red lights.
- Obey the speed limit. Going too fast gives you less time to stop or react.

The Indiana Driver Manual is designed to give you information that will help you become a safe driver.

FAST FACT: According to the National Highway Traffic Safety Administration Indiana ranks 19th among all states for teenage crash fatality rates. Don't be a statistic! Drive Safely!

SPECIAL LICENSES AND CONDITIONS

PROBATIONARY LICENSE

Indiana Code 9-24-11-3 states a license issued to an individual less than 18 years of age is a probationary license.

NOTE: *This law only applies to a probationary licensed driver who has not reached his or her 18th birthday. If a driver desires to have the word "Probationary" removed from his or her license after turning eighteen (18) years of age (it is not necessary, just their choice), he or she may go to any license branch and apply for an amended license. There is a fee for the amendment.*

During the 90 days following the issuance of the probationary license, the individual holding the probationary license may not operate a motor vehicle in which there are passengers unless another individual is present in the front passenger seat of the motor vehicle who is at least 21 years of age and holds a valid operator license

SEAT BELT REQUIREMENT FOR PROBATIONARY LICENSE HOLDERS

The individual holding a probationary license may operate a motor vehicle (including trucks) only if the individual and each occupant of the motor vehicle has a safety belt properly fastened about the occupants' bodies at all times when the motor vehicle is in motion.

FINANCIAL RESPONSIBILITY AGREEMENT (IC 9-24-9-3,4 and 5)

An individual under 18 years of age who applies for a permit or license must file a financial responsibility agreement with the application. The financial responsibility agreement is a method whereby a person may agree under penalty of perjury to assume all legal obligations for injury or damage which results from an accident/collision involving the minor applicant while he or she is under 18 years of age. There is a financial responsibility agreement affidavit included on the application form as well as a separate form that can be obtained at the local license branch and must be signed and sworn to before a notary public.

The application of an individual less than 18 years of age (unless emancipated) for a license or permit must be signed as accepting financial responsibility in order of preference:

- The parent having custody of the minor applicant; or a designee of the custodial parent specified by the custodial parent.
- The non-custodial parent (as defined in IC 31-9-2-83) of the minor applicant or a designee of the non-custodial parent specified by non-custodial parent.

- If there is no parent of the minor applicant then a guardian having custody of the minor applicant; a person having custody or guardianship of the minor may sign financial responsibility.
- In the absence of a person described above, any other adult who is willing to assume the obligations imposed by the provisions of this chapter.

NOTE: *The person who signs financial responsibility must present proof of identification and age that conforms to the current identification list.*

Termination of Financial Responsibility:

Assumption of financial responsibility can be terminated in three ways:

- The minor turns 18 years of age;
- The death of the person who signed the affidavit, in which case the minor must obtain the signature of another qualified person; or
- The person who assumed financial responsibility submits by mail an affidavit, available at all license branches, revoking assumption of financial responsibility addressed to:

BMV Driver Services, Room N405
Indiana Government Center North 100 North Senate Avenue
Indianapolis, Indiana 46204.

NOTE: *If the financial responsibility is terminated, the license will be invalidated until the applicant is 18 years of age.*

NEW RESIDENTS WITH A VALID PHOTO LICENSE FROM ANOTHER STATE

An applicant for a new Indiana operator license who holds a valid photo license issued by another state, the District of Columbia or U.S. Territory must successfully pass a written and vision test. If the out-of-state license is expired over one year, in addition to the applicant successfully passing a written and vision test, a drive test will be required.

If an applicant is less than 18 years of age, they must have an appropriate family member sign the financial responsibility portion of the application.

NOTE: *Upon issuing the Indiana license the individual's previous license will be forfeited.*

NEW RESIDENTS WITH AN OUT-OF-COUNTRY LICENSE

An individual who does not intend to become a resident of Indiana may drive in Indiana on an out-of-country license for a period of one year. An international driving permit must accompany the out-of-country driver license while driving. However, an individual who intends to become a resident of Indiana and wants to obtain an Indiana license must first follow the guidelines to obtain an Indiana learner permit.

The BMV is committed to protecting the integrity of driver and identification records for Indiana residents. To achieve this, we must verify the accuracy of documents from the U.S. Department of Homeland Security (DHS), formerly Citizenship and Immigration Services (CIS) and/or Immigration and Naturalization Service, or (INS).

All DHS documents that are presented and accepted by the license branch will be verified at a central location. To minimize any inconvenience, we will issue a “letter of authorization” valid for 60 days.

NOTE: *The “letter of authorization” for a license or permit is an authorization to operate a motor vehicle pending authentication of the documents submitted. It is not to be used for identification purposes or commercial driver license (CDL) permit privileges.*

When an applicant for a new or duplicate Indiana driver license, learner permit or identification card presents identification documents from DHS, he or she will pay the appropriate fee and the documents will be sent through the Central Verification Process (CVP). When the validity of the documents is determined, staff from the CVP area will mail the license, permit or identification card to the applicant. If the documents cannot be verified, the applicant will receive a letter explaining how to request an administrative hearing to review the decision. No refunds will be issued in the case of documents that cannot be verified.

NOTE: *An out-of-country license is not accepted as identification or proof of driving experience. Therefore, it will not be forfeited upon issuance of an Indiana learner permit, driver license, or identification card. However, U.S. Territory licenses will be forfeited.*

CHAUFFEUR LICENSE

A chauffeur license grants all of those privileges granted by an operator license. In addition, it also permits the operation of vehicles with a gross vehicle weight rating of at least 16,000 but **not more than** 26,000 pounds (whether single vehicle or combined gross vehicle weight) when used to transport property for hire or as an employee. The chauffeur license **does not** authorize the holder to carry persons for hire, whether in a bus or a taxicab.

Eligibility:

To apply for a chauffeur license, the applicant must meet the following requirements:

- Be at least 18 years of age
- Have at least one year of driving experience as a licensed driver
- Pass a chauffeur written knowledge test. (Under certain conditions, an operator test may also be required)
- Successfully pass the standard vision-screening test

Check with the Department of Transportation for physical requirements

NOTE: *A written knowledge test is not required when an applicant is renewing an Indiana chauffeur license unless the applicant has accumulated six or more points on his or her driver record since the previous application.*

PUBLIC PASSENGER CHAUFFEUR LICENSE

A public passenger chauffeur (PPC) license grants the privilege to transport persons for hire so long as the vehicle **is not designed or used to transport 16 or more persons, including the driver**. The holder of a PPC license may also operate any vehicle legally operated by the holder of an operator license or a chauffeur license. The most common applicants for the use of a PPC license are taxicab and limousine drivers.

Eligibility:

To apply for a public passenger chauffeur license, the applicant must meet the same requirements as that of an applicant for an operator license plus the following requirements:

- The applicant must be at least 18 years of age,

- The applicant must have at least two years of driving experience as a licensed driver.
- The applicant must pass a public passenger chauffeur written knowledge test. Under certain conditions, an operator test may also be required.

The applicant must submit an original (no photocopies will be accepted) medical examination state form 33-7 (available at all license branches or online at: www.bmvexpress.IN.gov BMV forms) **NOTE: Although the BMV only requires state form 3337 to qualify for a public passenger chauffeur license. The Federal Motor Carrier Safety Regulations (FMCSR) may require a DOT physical to operate certain types of vehicles. Information on FMCSR regulations can be found at <http://www.fmcsa.dot.gov>**

- The form must have been completed within 30 days of application by a licensed physician indicating that the applicant does not suffer from any mental or physical impairment that would adversely affect his or her ability to operate a public passenger vehicle.

NOTE: *When renewing a PPC a completed medical examination form is required, and the applicant must successfully pass the standard vision-screening test. A written knowledge test is not required, unless the applicant has accumulated six or more points on his or her driver record since the previous application.*

COMMERCIAL DRIVER LICENSE (CDL) AND CDL LEARNER PERMIT

A CDL is required to operate a commercial motor vehicle as defined below. The CDL learner permit allows an individual to learn to operate a commercial motor vehicle. A commercial motor vehicle is defined as one of the following:

- A vehicle (or combination of vehicles operated together; e.g. a semi tractor-trailer) with a declared gross vehicle weight rating in excess of 26,000 pounds;
- A vehicle designed or used to transport 16 or more persons, including the driver; or
- A vehicle used and placarded to transport hazardous materials.

Eligibility:

In general, requirements for a CDL learner permit and a CDL are much greater than for any other license and are based upon stringent federal motor carrier safety regulations. **Therefore, it is highly recommended that anyone interested in applying for a CDL, visit a local license branch or go online at: www.in.gov/dor (forms and publications) or www.bmvexpress.IN.gov (driver license) to obtain a CDL Manual published by the Department of Revenue Motor Carrier Services for more details.**

Basic requirements include a:

- minimum age requirement of 21 years of age for a holder who transports people, and 18 years of age for a holder who transports property within state lines;
- minimum one year of driving experience as a licensed driver;
- detailed written knowledge tests appropriate to the type of CDL to be obtained;
- intensive skills testing, and
- a detailed physical examination to determine fitness based on Federal Motor Carrier safety regulations.

IMPORTANT: IF YOU WILL BE OPERATING ANY SELF-PROPELLED OR TOWED VEHICLE THAT HAS A GROSS VEHICLE RATING OR GROSS COMBINATION VEHICLE RATING OF 10,000 OR MORE POUNDS USED

**ON PUBLIC HIGHWAYS TO TRANSPORT PASSENGERS OR PROPERTY,
PLEASE READ THE COMMERCIAL DRIVER LICENSE MANUAL.**

MOTORCYCLE LEARNER PERMIT, LICENSE OR ENDORSEMENT REQUIREMENTS

In order to operate a motorcycle legally in Indiana, a resident must have an Indiana motorcycle learner permit, an Indiana motorcycle-only operator license or a motorcycle endorsement on their Indiana driver license.

The following sections explain how a permit, license or an endorsement may be obtained. **More detailed information concerning the safe and legal operation of a motorcycle can be found in the Motorcycle Operator Manual, which is available at your local license branch.**

MOTORCYCLE LEARNER PERMIT

The motorcycle learner permit allows an individual to practice operating a motorcycle to qualify for a motorcycle endorsement to be added to a driver license.

Eligibility:

To obtain a motorcycle learner permit the applicant must:

- **Hold a valid Indiana driver license**
- Provide proof of identity and date of birth from the current ID list, if applicable
- Pass a written motorcycle knowledge test based on the information contained in the Motorcycle Operator Manual
- Successfully pass a standard vision screening test;
- If less than 18 years of age, have an appropriate family member sign the financial responsibility agreement portion of the application. *(Refer to the section of this manual on financial responsibility on page 6).*

Extent of Driving Privileges:

The holder of a motorcycle learner permit is authorized to operate a motorcycle for a period of one year under the following restrictions:

- The holder must wear a helmet that meets the standards established by the United States Department of Transportation under 49CFR571.218;
- The holder may only operate a motorcycle during daylight hours, and
- The holder may not carry any passengers.

TEMPORARY MOTORCYCLE LEARNER PERMIT

The temporary motorcycle learner permit allows an applicant to enroll in a motorcycle driver education course.

Eligibility:

To obtain a temporary motorcycle learner permit the applicant must:

- Be at least 15 years of age;
- Provide proof of identity and date of birth from the current ID list;
- be enrolled in and provide a certificate of enrollment for an approved motorcycle driver education program;
- Successfully pass the standard vision screening test, and
- If less than 18 years of age, have an appropriate family member sign the financial responsibility agreement portion of the application. *(Refer to the section of this manual on financial responsibility on page 6.)*

Extent of Driving Privileges

The holder of a temporary motorcycle learner permit may operate a motorcycle upon a street or highway while participating in an approved motorcycle driver education and training course while under the direct supervision of a certified driver instructor only. The instructor must be certified to teach a motorcycle driver education course by the State Board of Education or by the Bureau of Motor Vehicles. Once the course is completed:

- The permit holder must be under the supervision of a licensed motorcycle operator who is at least 18 years of age
- The permit holder must wear a helmet that meets the standards established by the United States Department of Transportation under CR 38
- The permit holder may only operate a motorcycle during daylight hours, and
- The permit holder may not carry any passengers.

MOTORCYCLE-ONLY OPERATOR LICENSE OR ENDORSEMENT

A motorcycle -only operator license or a motorcycle endorsement to a driver license shows that the holder is licensed to operate a motorcycle.

Motorcycle-only License

To be eligible:

- Show proof of completion of an approved motorcycle rider education course.
- Pass a written motorcycle knowledge test based on the information contained in the Motorcycle Operator Manual;
- Meet the age requirement of at least 16 years and 30 days of age.
- If less than 18 years of age, have an appropriate family member sign the financial responsibility agreement portion of the application. (*Refer to the section of this manual on financial responsibility on page 6.*)

An individual who chooses to have a Motorcycle-only license issued and at a later date applies for an operator license, he or she will be required to surrender the motorcycle-only license. The individual will be required to apply for a driver education or learner permit and when the applicant meets the age, time and testing requirements to be issued an operator license, then may apply for the motorcycle endorsement to be added.

NOTE: *While an applicant does not have the motorcycle --only license, he or she cannot ride a motorcycle.*

Adding a Motorcycle Endorsement to an Indiana Driver License

To be eligible for the motorcycle endorsement to be added to an existing Indiana driver license the applicant must meet the following requirements:

- The license must be valid, and the applicant must:
- Be at least 16 years and 30 days of age;
- Be able to pass the standard vision screening test;
- Have held a valid motorcycle learner permit for at least 30 days;

- Pass a motorcycle skills test given by a person certified by the BMV or an approved Indiana motorcycle operator safety education program;
- If less than 18 years of age, have an appropriate family member sign the financial responsibility agreement portion of the application (*Refer to section of this manual on financial responsibility on page 6.*)

NOTE: *If the license is due for renewal, when adding the endorsement to the license, the applicant must successfully pass a standard vision-screening test.*

Obtaining a Motorcycle Endorsement from an Out-of-State License

If the applicant currently holds an endorsement issued by another state, the applicant must follow the requirements set forth to obtain an Indiana license. In addition, an applicant who wants to obtain the motorcycle endorsement will be required to pass a written motorcycle knowledge test. If the license is expired for over one year, the applicant will be required to pass a motorcycle skills test.

Please contact your local license branch for information regarding motorcycle skill testing.

Safety tip: **HELMETS SAVE LIVES!**

IMPORTANT: IC 9-21-10-9 on wearing of protective headgear and protective glasses by persons less than eighteen years of age. If a person who is less than 18 years of age is operating or riding on a motorcycle on the streets or highways, the person shall wear the following:

- Protective headgear meeting the minimum standards set by the BMV and;
- Protective glasses, goggles, or transparent face shield.

TYPES OF LICENSES AND PERMITS VALIDITY PERIOD

Driver Education Learner Permit	
Apply before 15 yrs., 3 mo.	Until 16 yrs., 3 mo.
Apply after 15 yrs., 3 mo.	1 year
Learner Permit	1 year
Probationary Operator License (under 18)	Applicants 21 st Birthday
Operator License	6 years
75-85	3 years
85+	2 years
Chauffeur License	6 years
75+	3 years
Public Passenger <u>C</u> hauffeur License	2 years
Motorcycle Learner Permit	1 year
<u>Temporary</u> Motorcycle Learner Permit	
Apply before 15 yrs., 3 mo.	Until 16 yrs., 3 mo.
Apply after 15 yrs., 3 mo.	1 year
Motorcycle Endorsements	Validity of license
Identification Card	6 years
Special Identification Card	6 years

OTHER VEHICLES OR WATERCRAFT REQUIRING THE OPERATOR TO HOLD A DRIVER LICENSE OR BMV-ISSUED IDENTIFICATION CARD

Motorboats:

Indiana law requires the operator of any motorboat with an engine with more than ten horsepower to carry a valid driver license; in some instances the operator may hold, in lieu of a driver license, a BMV-issued identification card. **Below are the eligibility requirements:**

- Less than 15 years of age: A person less than 15 years old **cannot** legally operate a motorboat with more than 10 horsepower in Indiana.
- Fifteen to 21 years of age: A person less than 21 but at least 15 years of age can legally operate a motorboat if:
 - he or she holds a valid driver license, or
 - persons who do not hold a driver license can legally operate a motorboat if they hold a BMV-issued identification card and if they have completed a boating education course approved by the Indiana Department of Natural Resources. You may wish to contact the Department of Natural Resources at (317) 233-3149 for more information concerning boating education courses. (Also refer to the Handbook of Indiana Boating Laws.)
- At least 21 years of age: A person at least 21 years of age can legally operate a motorboat with a valid driver license or BMV-issued identification card.

NOTE: *If your driver license is suspended you may not legally operate a motorboat.*

Motorized Bicycles:

A motorized bicycle, commonly known as a “moped,” is distinguished under Indiana law by having no more than two-horse power, a cylinder capacity not exceeding 50 cubic centimeters, and an automatic transmission. Such a vehicle is not considered a “motor vehicle.”

Vehicles with engines exceeding these limits are motorcycles, and a person must meet the licensing requirements to operate such a vehicle legally. A manufacturer’s certificate of origin or a certificate of title, if any, to the vehicle will indicate whether such vehicle is a motorized bicycle or a motorcycle.

The following requirements apply to the operator of a motorized bicycle:

- An operator of a motorized bicycle must be at least 15 years of age.
- An operator of a motorized bicycle must have a valid driver license or have a current BMV-issued identification card in his or her possession.
- A motorized bicycle may not be operated on an interstate highway or at a speed in excess of 25 miles per hour.
- If an individual is under the age of 18, they are required to wear protect headgear and protective glasses, goggles or transparent face shield.

NOTE: *Some scooters may fall under the same restrictions as a motorized bicycle, while others may be considered a motorcycle.*

All Terrain Vehicles (ATV):

A person who purchases an off-road vehicle after December 31st, 2005, must obtain a certificate of title for the off-road vehicle from the BMV. A person who becomes an Indiana resident after December 31st, 2005, will be required to obtain a certificate of title from the bureau for an off-road vehicle that is less than five model years old. The cylinder capacity (cc) of the vehicle may determine the recommended age for riding this type of vehicle.

NOTE: *For further information on ATV, contact the Department of Natural Resources at (317) 233-3149.*

Safety Tip: Children should always wear a helmet when riding any motorized vehicle!

LICENSE RENEWALS, AMENDMENTS, DUPLICATE LICENSES AND THE IMPORTANCE OF NOTIFYING THE BMV OF ADDRESS CHANGES

License Renewal:

A driver license expires on the driver's birthday. A delinquent fee will be assessed if the license is renewed after that date. A person may renew his or her driver license at any license branch during the six-month period prior to the expiration of the license. If your license has expired, please refer to the proof of identity requirements to determine whether the expired license alone will satisfy as proof of identity. When renewing your license in a license branch, you will need to pass a standard vision screening. There are no other eligibility requirements except as follows:

- If a person renewing an operator license has not reached 21 years of age, or has accumulated six or more active "points" on his or her driving record, he or she must take the standard written examination for an operator license.
- Individuals who have a "4" restriction on their license that indicates the need to use special driving controls or who have a disability that requires special driving techniques are required to see a BMV driver examiner if their condition has changed since they last obtained a license. The BMV driver examiner determines whether the existing restrictions on the license are adequate.

License Amendments and the Importance of Updating Your Mailing Address with the BMV:

A person may obtain an amended driver license from any license branch in the state.

Name Changes:

A person may obtain a name change on his or her license by presenting an original or certified copy of a marriage certificate, divorce decree or court order indicating the new name to be used.

Address Changes:

IMPORTANT: Pursuant to IC 9-24-13-4, driver license holders are required to immediately notify the BMV of an address change. **Avoid license suspension by complying with this requirement!** To amend your driver license so that your new address will be on your driver license document, you must go into the license branch with proof of your physical address to change your license and pay the required fee. (*Refer to proof of residency from the current acceptable ID list visit www.bmvexpress.IN.gov .*)

ORGAN DONATION

Anatomical Gift/Organ Donation Information:



On the application of all licenses and non-driver identification cards, there is a space provided in which the holder can indicate his or her intention to make an anatomical gift and to indicate the extent of that gift. An individual's wish to be a donor is designated by a red heart on the front of the license or ID card. **Under Indiana's Donor Choice Law (House Enrolled Act 1628, Amended IC 29-2-16-2.5) individuals over the age of 18 may declare their intention to donate and family members may NOT override that intention at the time of death. Individuals under age 18**

may declare their donation intentions with the permission of a parent or legal guardian, who must also provide consent for donation at the time of a minor's death. You are encouraged to discuss end-of-life decisions such as organ, tissue and eye donation with your family. For further information, please visit the Indiana Donation Alliance Foundation Web site and donor registry, www.donatelifeindiana.org, or call toll-free 1-888-275-4676.

SPECIAL LICENSE TYPES AND SERVICES FOR DRIVERS

Photo-Exempt Licenses for Indiana Residents:

(IC 9-24-12-6): The BMV may renew by mail a valid Indiana driver license held by an individual **temporarily residing outside of Indiana**, if the applicant:

- shows good cause why the license cannot be renewed within Indiana; (i.e.; active military service or missionary status)
- submits a complete application; and
- pays the required fee, and
- submits a corroborating letter (i.e.; from a commanding officer or head of a religious sect.)

The Indiana driver license of an individual who is temporarily residing outside of Indiana remains valid for 30 days beyond the expiration date of that license if the individual has:

- applied for a renewal of the license
- has not been denied a renewal of the license.

The renewal license will not have a photograph. Persons seeking to renew by mail may request an application from the address listed below:

Bureau of Motor Vehicles
Photo Exempt Request
c/o 531 Virginia Avenue
Indianapolis, IN 46204
Phone (317) 234-0550

An individual with a religious objection to taking a photographic image may make a special application to the BMV for a photo-exempt driver license or non-driver identification card. An application may be obtained at a local license branch or by writing to the above-listed address. The applicant must complete the application and attach a letter of certification of religious belief on letterhead, from his or her minister, bishop, elder or other leader of the religious sect of which he or she is a member, explaining why he or she qualifies for a photo-exempt license or identification card, and mail both to the address listed above. The BMV will then mail an approval letter, which the applicant must take to a license branch to obtain a license.

Designation of Blood Type:

Allows a person's documented blood type information to be on the person's driver's license, permit, or identification card issued after June 30, 2006 at the request of the person. The person to whom the license, permit, or ID card is issued is responsible for the accuracy of the blood type information.

Temporary license / Verification letter:

A licensed driver from the State of Indiana whose license has **not expired** and whose license is lost or stolen while traveling out of state, he or she may request one 90 day verification letter by contacting the above address. This will enable him or her to return to Indiana and apply for a duplicate.

A licensed Indiana driver who finds that his or her license **has expired** while out of the state or country may request a temporary license that will allow an extension of the driver license for up to 90 days from the date of expiration. **Some restrictions do apply.**

Military:

When the Indiana driver license of an individual who is temporarily residing outside Indiana due to service in the United States armed forces has expired, the license remains valid for 90 days following the person's discharge. To obtain a renewed license, the individual must apply for the driver license during the 90 day period following the individual's discharge and show proof of discharge when applying for the renewal.

International Driving Permits:

Indiana licensed drivers may obtain a permit to operate a motor vehicle in a foreign country through their local American Automobile Association (AAA) office. An individual coming from another country to Indiana should obtain an international driver permit from his or her departing country. According to the AAA Digest of Motor Laws, foreign motorists from any of the countries included in the United Nations Convention on Road Traffic who visit the United States as bona fide tourists may drive on the out-of-country license for a period not to exceed one year from date of arrival. If the visiting tourist accepts a job or attends school in the United States, he or she then loses tourist status and may be required to obtain a state driver's license and plates in accordance with the regulations in effect in the state of residence. If he or she intends to become a resident of Indiana, (*Refer to section New Residents with Out of Country License on page 7 of this manual*).

Services for Individuals with Disabilities and Interpreters:

Accommodating Individuals with Disabilities:

BMV driver examiners are trained to make an individualized determination to issue a driver license with one or more restrictions to an individual with a disability that adversely affects the normal operation of a standard-equipped vehicle. A restricted license may specify particular equipment that is required for the person to operate a vehicle or other restrictions tailored to accommodate the individuals specific needs. The driver examiners are the only individuals authorized at the license branch to make determinations as to restrictions and to issue a restricted license in these cases. Any individual who may need a restricted license should contact a local license branch.

Translators/Interpreters:

For more information for language or hearing impaired translators or interpreters, call (317) 233-6000 option #2.

PARKING PLACARDS FOR INDIVIDUALS WITH PHYSICAL DISABILITIES:

A parking placard for persons with physical disabilities gives the holder the legal authority to park a vehicle in parking designated for persons with disabilities. The placard is available for persons with either permanent or temporary disabilities and entities that contract with governmental agencies to provide transportation for persons with physical disabilities.

How to Obtain:

- **Medical Certification:** To apply for a parking placard, the applicant must have a physician, chiropractor or podiatrist complete a medical certification affirming that the individual has a disability that qualifies the he or she for a parking placard. If the person has a visual disability, an optometrist or ophthalmologist may complete the form. The medical certification form is available at any license branch, on the BMV Web site or may be obtained by mail at the following address:

BMV Driver Services, Room N405
Indiana Government Center
100 North Senate Avenue
Indianapolis, IN 46204

- **Application:** After having the medical certification completed, an individual can obtain a parking placard at any Indiana license branch. If the individual needs more than one placard, a second placard may be obtained.
- **Permanent Disabilities:** For a person with a permanent disability, the placard is valid for four years. There is no fee for the first two placards issued to a person with a permanent disability. However, during the time the placard is valid, if the individual requires more than two placards, there will be a fee charged for each additional placard. No more than five placards may be issued during the validity of the placard without special permission.
- **Temporary Disabilities:** For persons with a temporary disability, the placard is valid for six months or for a shorter period as prescribed by the medical professional on the medical certification. There is a fee for a temporary disability placard and only one placard may be issued during the time the placard is valid.
- **Transportation Companies:** For transportation companies that have contracted with a government entity to transport persons with physical disabilities, the placard is valid for four years or until the company ceases such services. Placards are issued to such companies free of charge.

VOTER REGISTRATION AT BMV LICENSE BRANCHES:

A person obtaining or renewing a driver license or identification card may register to vote at any Indiana license branch. Mail-in voter registration forms are available for persons who are not at the branch for driver's license or ID card purposes. Voter registration forms are also available in English and Spanish on the BMV Web site. If you have moved, you can register to vote in your new district. If you are not currently registered, become a part of the process!

Effective July 1, 2005 an original, renewal, or duplicate identification card must be issued without the payment of a fee or charge to an individual who does not have a valid driver's license; and will be at least eighteen (18) years of age at the next general, municipal or special election.

THE DRIVER EXAMINATION

VISION SCREENING REQUIREMENTS

All applicants for a license or permit are required to satisfy the minimum vision standards established by the Bureau. This is true even if the applicant is renewing an existing license. If you normally wear glasses while driving, please be sure to bring your glasses with you so that you will be able to pass the vision screening. The vision screening will involve testing of an applicant's visual acuity and visual fields.

If your visual ability does not meet state standards, you will be referred to an eye doctor for examination. You may return to the license branch with a statement from an eye doctor certifying that your vision has been corrected to meet the state standard; however, you will still be required to submit to a vision screening at the license branch.

Following are some of the most frequent restriction codes placed on a license due to vision:

- A** Glasses or contact lenses
- B** Outside rearview mirrors
- C** Daylight driving only

Reading without Glasses

One Eye	One Eye
20/20 through 20/40	20/20 through 20/40
Other Eye	Other Eye
20/20 through 20/40	20/50 through Blind
No Restriction	B Restriction

Reading with Glasses

One Eye	One Eye	One Eye	One Eye
20/20 through 20/40	20/50	20/50	20/70
Other Eye	Other Eye	Other Eye	Other Eye
20/50 through Blind	20/50	20/70 through Blind	20/70
AB Restriction	A Restriction	A B C Restriction	A B C Restriction

NOTE: An "A" restriction will be added anytime an applicant is wearing a contact lens while having his or her vision screened.

Visual Field Requirements

One Eye	One Eye
55 degrees – 85 degrees	55 degrees – 85 degrees + nasal in same eye
Other Eye	Other Eye
55 degrees – 85 degrees	NR = no reading
No Restrictions	B Restriction

NOTE: If glasses or contacts are required for acuity an "A" restriction will be required. A minimum reading of 90 degree visual field is required for an Indiana Operator, Chauffeur, Public Passenger Chauffeur, Driver Ed Learner permit, learner permit or Motorcycle learner permit.

WRITTEN EXAMINATIONS

A written examination is required for:

- Applicants applying for a learner permit;
- First-time applicants who apply for a specific driver license type (i.e., operator, chauffeur, or public passenger chauffeur license)
- Persons who hold a valid license but who have not reached age 21 upon renewal and have active points on the applicants's driving record maintained by the bureau.
- Persons who hold an out-of-state license and who are applying for an Indiana driver license
- Persons whose Indiana license is expired for two years or more and/or;
- Applicants who have six or more active points on his or her Indiana driving record.

Contents of the Written Examination:

Written examinations are based on information contained in this manual.

Passage of the written examination demonstrates basic understanding of Indiana traffic laws and safe driving techniques.

Written examinations include multiple choice questions concerning traffic maneuvers, and knowledge of types of traffic signs.

SAMPLE QUESTIONS TO REVIEW ARE AT THE END OF CHAPTER THREE

If you fail to pass a test, you must wait until the next business day to take the test again. **An applicant can not take the road test until he or she successfully passes the written test.**

NOTE: *An applicant who holds a driver education permit may only fail three examinations (i.e.; a combination of written and drive tests) when applying for an operator license. Failure of three examinations while holding a driver education permit will require the individual to meet the requirements to obtain a learner permit to hold for at least 60 days, and be at least 16 and 180 days of age before applying for their operator license.*

An individual who holds a learner permit may only fail three (3) drive examinations when applying for an operator license. Failure of three (3) examinations will require the individual to hold the permit until the month it expires before applying for a new permit

All applicants must have the ability to read and understand highway signs regulating, warning and directing traffic, as well as knowledge of Indiana traffic laws. The BMV may not issue a license or permit to an individual who is unable to understand highway warnings or direction signs written in the English language.

Written Knowledge Examination for CDL holders: The written knowledge examinations for a CDL are considerably different in type and substance than the other written examinations. **Please refer to the Commercial Driver License Manual for more information concerning written examinations** required for a CDL. Visit: <http://www.in.gov/dor> (forms and publications) or www.bmvexpress.IN.gov (driver license).

ROADWAY SKILLS TEST

After you pass your vision screening and your written test (if applicable), the examiner will test your ability to drive by riding with you and observing how well you control the vehicle and observe the Indiana rules of the road. There is no charge for the drive test administered by the BMV driver examiner.

When Required:

The following applicants for an Indiana operator license must take a roadway test, conducted by a BMV driver examiner of their ability to operate a vehicle safely:

- Persons holding an Indiana learner permit, unless the person qualifies for the driver education drive test waiver described below;
- New Indiana residents who hold an out-of-state license that has been expired for more than one year;
- New Indiana residents who hold an out-of-country license and have applied for a learner permit;
- Indiana residents whose driver licenses have been expired for three or more years, or
- Other applicants as required by BMV.

The Driver Education Drive Test Waiver:

The BMV shall waive the road test requirement for a person who has passed a driver education course given by a commercial driver school or high school driver education program with a B or above in the classroom and behind-the-wheel portions, if the school or program participates in the BMV waiver program as described in 140 IAC 4-4-89. Once a student has passed a standardized drive test with the school and is granted a waiver, he or she must successfully pass both a mandatory written test and vision-screening test before a driver license may be issued. The school participating in the BMV waiver program may charge an additional fee for the drive test. **Note: Only one drive test can be administered by the school prior to any BMV testing**

Loss of the Waiver Privilege: The waiver is not available if:

- the driver education learner permit has expired prior to the application for an operator license;
- the applicant has a grade in classroom or driving instruction of B- or below indicated on the driver education learner permit, or
- the applicant fails to pass the written test

NOTE: Remember the three- failed- exam rule! Study the manual before taking the examination.

Drive Test Scheduling:

To serve new drivers efficiently, driver examiners perform drive tests on an appointment-only basis. Therefore, it is important that new applicants for an operator license call the license branch in advance to set up an appointment.

NOTE: BMV driver examiners cannot administer drive tests when weather conditions are hazardous.

Requirements before the Drive Test: Upon successful completion of the vision and written knowledge tests (if applicable), the driver examiner will administer the drive test providing that the following conditions are met:

- Presentation of the proper documents (i.e. permit or license);
- Presentation of a written test affidavit (if applicable);
- Applicant's driver status must be "valid."
- The applicant must provide a vehicle (the State does not provide one.);
- The vehicle must be legally equipped and in safe and clean condition;

- The vehicle provided is properly registered (**a signed vehicle registration must be provided**);
- The applicant is accompanied by a person holding a valid driver license in his or her possession (if applicable);
- The applicant must be able to demonstrate to the driver examiner that he or she is able to understand highway warnings or direction signs in the English language (IC 9-24-2-3(4)).

Before proceeding with the test and after checking the items listed above, the examiner will check the car to make sure that it is legally equipped and in safe operating condition. The examiner may refuse to ride with the applicant if the car is not clean and safe. Please don't waste your time or the examiner's time with a dirty or faulty car.

General Components of the Drive Test:

Try to approach the driving test as calmly as possible. You will be tested only on regular, ordinary driving skills. The test is designed to find out if you can make the car do the right thing at the right time under different types of conditions, smoothly and safely.

NOTE: *Although examiners are encouraged to wear a seat belt when administering the driving test, the law does exempt them from wearing it if they feel it would restrict them from reacting in a dangerous situation. (IC 9-24-10 exemptions)*

The driver examiner wants to put you at ease and will ask you a few questions that are required before you begin driving. His or her job is to examine the applicant's driving ability, not to provide instruction. He or she will not trick the applicant into making a driving error. Please do not distract the examiner. The examiner's job is to give an applicant a fair and objective test based on what he or she observes. You should not interrupt the examiner's observations and scoring as the test proceeds. The examiner will score the test under well-established and well-defined rules.

NOTE: *No one except the applicant and the examiner or examiner trainer/supervisor may be in the car during the drive test.*

BMV driver examiners use a standardized form to evaluate an applicant's ability to operate a vehicle safely.

The following are some examples of the actions that result in failure of the drive test:

- Speeding
- Failure to obey road signs or traffic laws
- Failure to obey school zone rules
- Failure to stop for school buses with the stop arm extended
- Straddles marked lanes
- Driving too close to pedestrians, bicycles or vehicles
- Driving left of center
- Failure to pull over and stop for emergency vehicles
- Running off the roadway
- Backing over the curb when parallel parking
- Having an accident or making contact with another vehicle
- Failure to react to hazardous driving conditions
- Failure to yield right of way
- Turning from improper lanes
- Failure to stop at stoplights or stop signs completely

- Failure to follow instructions
- Showing that driving ability does not meet requirements by accumulation of 11 points

The following are some examples of actions that may accumulate point deductions:

- Failure to use defroster or wipers when needed
- Failure to use both hands on the wheel
- Selecting the wrong gear
- Failure to signal
- Driving too slowly for conditions
- Overrunning a crosswalk/stop line/stop sign
- Stopping unnecessarily
- Failure to turn into correct lane (i.e. nearest lane)
- Failure to check blind spot
- Slowing speed when changing lanes
- Backing too fast
- Leaving turn signal on after completed lane change
- Driving too closely to the vehicle ahead or a parked vehicle

The examiner will tell the applicant where to drive and where to turn. The examiner will tell the applicant soon enough for the applicant to see that the way is clear and to plan their actions accordingly. The examiner will take notes on the way the applicant handles the vehicle and pays special attention to the following items:

- Whether the applicant drives in the proper lane, obeys the lane markings, looks carefully and signals properly before changing lanes.
- The distance the applicant allows between his or her vehicle and the vehicle ahead, leaving enough space to avoid a collision.
- The applicant's reaction to being overtaken and passed by another vehicle. Did the applicant maintain speed and give the other vehicle enough room in which to pass safely?
- The applicant's speed control according to posted speed limits and varying traffic conditions.
- The applicant's general observance of good defensive driving habits.
- How well the applicant listens to instructions and observes general traffic flow.
- How did he or she approach the intersection? Did he or she approach at the proper speed? Did he or she look for other vehicles? Did he or she come to complete stops? Did the applicant anticipate that the light might change? Did he or she try to beat a yellow before it changed to red?
- Whether the applicant had good backing skills. Did the applicant back correctly out of the parking space?
- The applicant's parallel parking ability. Did the applicant check traffic by looking in the rear-view mirror and did they signal the intention to park? How well did the applicant position the vehicle before backing? Did he or she move into the space smoothly and at the proper speed? The way the applicant parks tells the examiner a great deal about how you pay attention to traffic and how well the applicant can control the vehicle in reverse. **Parking is illustrated in chapter three.**

<p>NOTE: <i>Applicants who fail the drive test must wait 14 days before taking another drive test.</i></p>

Restrictions on the Driver License:

In many instances restrictions may be placed on a driver license. These restrictions allow persons to operate a vehicle but only under conditions that ensure safety to the driver and to the public. The most common restrictions are placed on a license due to results of the vision screening and appear in the lower left-hand corner of the data portion of the driver license and are described on the back of the license (*Refer to the vision screening requirement section.*) If you have any questions pertaining to a restriction on your license, please contact your local license branch. Following are some other restrictions that may be placed on a driver license.

D	Automatic transmission	3	Photo exempt
U	Power steering	4	Special BMV restriction
V	PP Chauffeur (taxi only)	5	Conditional
K	CDL Intrastate only	6	Interlock ignition device
P	Class C Public Passenger	7	Seat belt exempt (medical condition)
L	Vehicle without air brakes	8	Medical condition (require medication)